

# **BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL**

**Tuesday, 19 June 2012**

**Minutes of the meeting of the Board of Governors of the City of London School held at the Guildhall EC2 at 11.00am**

## **Present**

### **Members:**

Deputy Billy Dove	Christopher Martin
Marianne Fredericks	Deputy Joyce Nash
Deputy Revd Stephen Haines	Dame Mary Richardson
William Hunt	Ian Seaton
Alderman Sir Paul Judge	Deputy Robin Sherlock
Peter Leck	Deputy Dr Giles Shilson
Ronel Lehmann	Prof. Whitehouse
Deputy Edward Lord	

### **Officers:**

Gemma Stokley	- Town Clerk's Department
Steven Reynolds	- Chamberlain's Department
Sarah Port	- Chamberlain's Department
David Levin	- Headmaster, City of London School
Gary Griffin	- Second Master, City of London School
Philip Everett	- Director of Finance, City of London School

#### **1. APOLOGIES**

Apologies for absence were received from Deputy John Bennett (ex-officio) and Alderman John White (ex-officio).

#### **2. DECLARATIONS BY GOVERNORS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA**

There were no declarations.

#### **3. ORDER OF THE COURT OF COMMON COUNCIL**

Governors received the Order of the Court of Common Council, 19 April 2012, appointing the Board of Governors of the City of London School for 2012/13 and setting its Terms of Reference.

**RECEIVED.**

#### **4. ELECTION OF CHAIRMAN**

The Committee proceeded to elect a Chairman in accordance with Standing Order No. 29.

The Town Clerk read a list of those Governors eligible to stand and Deputy Dr. Giles Shilson, being the only Governor expressing a willingness to serve as Chairman, was duly elected for the ensuing year and took the Chair.

Deputy Dr. Shilson thanked the Board for their support in electing him as Chairman of such a prestigious Board. The Chairman went on to welcome Alderman Sir Paul Judge to his first meeting of the Board.

**5. ELECTION OF DEPUTY CHAIRMAN**

The Town Clerk reported that, in accordance with Standing Order No. 30. (2) (a), the immediate past Chairman had chosen to exercise his right to serve as Deputy Chairman for the ensuing year.

Deputy the Reverend Haines was therefore duly appointed as Deputy Chairman for the ensuing year.

**VOTE OF THANKS TO THE PAST CHAIRMAN**

Deputy Joyce Nash paid tribute to Deputy the Reverend Haines, the past Chairman.

**RESOLVED UNANIMOUSLY:**

That, at the conclusion of his three year term of office as their Chairman, the Board of Governors of the City of London School wish to extend to

**DEPUTY THE REVEREND STEPHEN HAINES MA**

their sincere thanks and appreciation for the manner in which he has presided over their deliberations and the detailed care and interest he has shown in all aspects of the life of the City of London School.

DURING his Chairmanship, the School has achieved its best ever academic results and has continued to top various league tables. In 2011, he presided over an extremely successful ISI Inspection which resulted in extremely complimentary feedback from the Inspection Team and led the Board of Governors to take a decision to reward all staff with a special, one-off payment in recognition of all their efforts leading up to this.

IN his role as Chairman, he has supported the progression of the 'outreach' programme to neighbouring boroughs, Schools and Academies around the

City; ensuring that pupils have the opportunity to develop personally as well as academically whilst at the School.

DURING his time as Chairman, he has presided over some rather difficult and emotive issues such as teachers pay negotiations and a reduction in school fee remission for teaching staff. He has worked closely alongside his counterparts at both the City of London School for Girls and the City of London Freemen's School to achieve outcomes that were acceptable to all in both cases and has demonstrated fairness, empathy and balance in his approach to these issues.

UNDER his guidance the School has flourished and has seen unprecedented interest from prospective parents and applications for both Full Fee and Bursary places are also at a record high. His careful guidance of financial matters has ensured that the School has remained in good financial health despite the recent economic downturn. Cash reserves are now at a record high from operational surpluses and fees have remained at a competitive level.

SINCE his election, he has consistently supported the School through his attendance at specific functions and events, including theatrical performances and sporting activities and, under his Chairmanship, the decision was taken to hold all Board meetings at the School in order to give Governors more exposure in and around the School, something welcomed by staff and pupils alike. The Chairman's frequent attendance at lessons at CLS and his willingness to give out hundreds of commendations to many younger boys has made him a well-known face to many students in the School.

FINALLY the Governors wish to thank him for his generous hospitality during his years of office and to convey to him their good wishes for his future health and happiness.

## 6. **MINUTES**

The public minutes and summary of the meeting held on 27 February 2012 were approved and agreed as a correct record.

## **MATTERS ARISING**

**Millennium Bridge Area Enhancements Project** (page 6) – A Governor, who was also a member of the City's Streets and Walkways Sub Committee, reported that this Project had been approved by the Streets and Walkways Sub Committee and was then sent on to the Projects Sub Committee for endorsement. The Governor went on to report that the Projects Sub Committee had, unfortunately, referred the report back to the Streets and Walkways Sub Committee as they had not been convinced that the proposals submitted would make a significant improvement to the area as intended. The Governor reminded the Board of the importance and urgency of this matter to the School and suggested that representations should be made to both the Streets and Walkways and the Projects Sub Committees underlining this.

Another Governor went on to express concerns around the remit of the City's Projects Sub Committee stating that it had been established to look at value for money in such projects and not to comment on the aesthetics or any operational issues. He added that, whilst this Board was not responsible for this project it was significantly impacted by it and it was felt that the Policy and Resources Committee (the 'parent' Committee of the Projects Sub Committee) should be made aware of its 'mission drift' and the impact this was having on projects such as these.

A Governor commented that the funding for the project was Section 106 money specifically 'earmarked' for these improvements.

Another Governor reiterated that the upper part of this area, nearest St. Paul's Cathedral, had been the cause of many accidents and was in need of improvement.

A Governor commented that the Projects Sub Committee appeared to dispute the fact that that the area was utilised sufficiently to warrant the amount to be spent here. The Board strongly disputed this point stating that the area was of enormous importance not only to the School, its staff and its pupils but also to the hundreds of thousands of visitors and tourists who passed through here annually.

The Board asked that representations be made to the Policy and Resources Committee, the Streets and Walkways Sub Committee and the Projects Sub Committee on this matter asking that the decision to refer the plans back thus further delaying the works be reconsidered and the importance of timing and the need to complete the majority of the works during the School holiday period be underlined.

**External signage** (page 7) – In response to questions, the Director of Finance reported that improvements to the School's external signage had now been discussed with the City Planning Officer. He was pleased to inform the Board that designs for new external signage were currently being considered and would be finalised over the Summer recess period and, hopefully, installed later this year.

**Mentoring of Year 11 Pupils at the City Academy Islington** (page 10) – The Headmaster reminded the Board that a group of Junior Sixth pupils from both CLS and CLSG had taken part in a mentoring scheme offering 1:1 mentoring to Year 11 students at the City of London Academy, Islington. The Board were informed that, unfortunately, the scheme had not been a great success with many of the Academy students failing to attend or be adequately prepared/equipped for the sessions. The Headmaster added that, if the scheme were to be repeated next year, CLS would be seeking strong assurances that the problems encountered this year would not be repeated.

The Chairman stated that he had heard from the Chairman of the City of London Academy, Islington to say that he had been extremely appreciative of the efforts made by both CLS and CLSG in this area.

Some Governors expressed concern at the possible reputational risks for the City of London School and the City Of London Corporation if the Academy were not seen to be making progress. It was suggested that this matter be raised with both the Policy and Resources Committee and the Director of Community and Children's Services.

The Board went on to state that they were reluctant for the School to participate in this scheme any further given the problems encountered but felt that it would be worthwhile for the Headmaster to document his experiences and to attempt to analyse why the scheme was not a success. A Governor stated that, with the Government's increasing 'push' for Independent Schools to develop relationships with Academies, this type of experience might be valuable.

It was reported that, for the time being, the Headteacher of the City of London Academy, Hackney was currently managing the Islington Academy too.

**Diamond Jubilee of Her Majesty The Queen** (page 10) – A Governor, on behalf of the Board, wished to thank the Headmaster, staff, catering staff and Senior boys for hosting a 'magnificent' day of celebrations at the School on the day of the Thames Jubilee Pageant.

Governors were informed that all pupils had now been issued with their Diamond Jubilee commemorative coins and these were also circulated to all Governors at the meeting.

## 7. **APPOINTMENT OF BURSARY COMMITTEE**

The Town Clerk reminded the Board that the Bursary Committee could comprise the Chairman and Deputy Chairman of the Board and up to five other Governors.

The Board proceeded to appoint their Bursary Committee for 2012/13.

**RESOLVED** - that the following Governors be appointed to the Bursary Committee for the ensuing year:

Deputy Dr. Giles Shilson (as Chairman)  
Deputy the Reverend Stephen Haines (as Deputy Chairman)  
Peter Leck  
Deputy Edward Lord  
Deputy Joyce Nash  
Ian Seaton  
Deputy Robin Sherlock

8. **APPOINTMENT OF REFERENCE SUB COMMITTEE**

The Town Clerk reminded Governors that the Reference Sub Committee could consist of the Chairman and Deputy Chairman of the Board and up to five other Governors.

The Board proceeded to appoint their Reference Sub Committee for 2012/13.

**RESOLVED** - that the following Governors be appointed to the Reference Sub Committee for the ensuing year:

Deputy Dr. Giles Shilson (as Chairman)  
Deputy the Reverend Haines (as Deputy Chairman)  
Peter Leck  
Deputy Edward Lord  
Deputy Joyce Nash  
Dame Mary Richardson

9. **APPOINTMENT OF AGBIS REPRESENTATIVE**

The Board proceeded to appoint their AGBIS representative for the ensuing year.

**RESOLVED** – That, as the only Governor expressing an interest in serving in this capacity, Deputy Edward Lord be re-appointed as the Board’s AGBIS representative for the ensuing year.

10. **APPOINTMENT OF CO-OPTED GOVERNOR**

The Board considered a report of the Town Clerk requesting that Governors formally consider the appointment of Lord Levene as a co-opted Governor of the Board for a three year term following his recent retirement from the Court of Aldermen of the City of London Corporation.

**RESOLVED** – That Governors formally agree the appointment of Lord Levene onto the Board for a term of three years.

11. **REVIEW OF THE GOVERNANCE ARRANGEMENTS IMPLEMENTED IN 2011**

The Board considered a report of the Town Clerk (on behalf of the Post Implementation Governance Review Working Party) relative to the Board’s

comments on the governance arrangements introduced last year and the impact that they may have had on the operation of the Board.

The Town Clerk highlighted that Governors were only requested to comment on those changes that had affected this Board and that Court of Common Council Governors would be written to individually and given a separate opportunity to comment on the governance review as a whole.

The Chairman reported that, as recommended under the governance review, the three City School Boards had now established a Working Party comprising key members from each Board (the Chairman and Deputy Chairman) to discuss important issues of common interest. He stated that this had been a success with a recent example of this being the meeting between all three Heads and three Chairmen to discuss the Teaching Staff Pay Claim.

A Governor questioned whether this Board was still content with its size. The Board felt that the number of Governors on the Board was adequate and had served them well for a number of years now.

The Board were informed that there had been some discussion around paragraph 'J8' of the Governance Review at the City of London School for Girls Board meeting last week and that they had suggested that a limit be placed on the number of Governors able to sit on more than one Board at any given time. The Board stated that they were happy to let the arrangements under the Governance Review stand pointing out that it had been of great benefit for the Chairmen of each Board to sit on the other two Boards as ex-officio Governors and share their experiences.

**RESOLVED** – That the Governance Review Working Party be informed that the Board of Governors of the City of London School are content with the arrangements for the Three City School Boards as set out within the Governance Review agreed in March 2011.

12. **RISK REGISTER 2012**

The Board considered a report of the Headmaster of the City of London School containing the School's Risk Register for 2012.

The Chairman pointed out that the Risk Register had now been reformatted in accordance with the City's new Risk Management Framework.

**RESOLVED** – That Governors approve the School's current risk register.

13. **HEADMASTER AS CHAIR OF THE LOCAL GOVERNING BODY OF ARK BENTWORTH PRIMARY ACADEMY**

The Board considered a report of the Headmaster seeking endorsement for him to become the Chairman of the Board of Governors at Bentworth Primary School in White City.

The Town Clerk stated that, although Governors had had information on this matter previously, this report sought to formalise their approval for the Headmaster taking up this position.

The Headmaster made it clear that this was a personal undertaking and had no link with the City of London School or the City of London Corporation. He clarified that there were therefore no reputational risks involved.

The Chairman stated that all comments received from Governors to date had been overwhelmingly positive and supportive of this move.

**RESOLVED** – That the Board of Governors:

- Endorse the appointment of the Headmaster as Chairman of the Board of Governors of Bentworth Primary School; and
- Support the inclusion of Bentworth Primary School in the City of London School outreach programme.

#### 14. **HEADMASTER'S REPORT**

The Board considered a report of the Headmaster of the City of London School relative to various School matters including Staffing matters, Means Tested Scholarships to September 2012 entrants, School Cleaning and Health and Safety Matters.

##### **Curriculum Matters**

The Headmaster reported that the School's Academic Planning Committee (APC) had recently looked at the reporting and grading cycle and it had been agreed that, for GCSE years (Fourth and Fifth Form) reporting would be altered moving from a two Parents' Evening and four reports schedule across the two years to a three Parents' Evening and three reports schedule. It was hoped that this move to increase parental contact with subject teachers and tutors would emphasise the importance of the GCSE years.

##### **Staff Departures – July 2012**

In response to a question, the Headmaster reported that applications for the post of Alumni Relations Office had closed last week. He was pleased to inform the Board that a total of 49 applications had been received and that interviews would be held next week.

##### **Staff Arrivals**

The Headmaster reported that three of the four new arrivals would be joining the School from the state sector where they had held positions of responsibility but were keen to now move to the independent sector.

##### **Means Tested Scholarships to September 2012 entrants**

The Headmaster reported that the School had recently held their fundraising dinner at the Tate Modern which had been a huge success. He added that the School had now raised £400,000 in the last year.



The Headmaster went on to report that September 2012 would see the last group of 'HSBC Scholars' at the School and, whilst discussions with HSBC were being held to see if their funding could be extended, early indications were that they were now moving more towards supporting environmental causes as opposed to education.

Finally, the Board were informed that the £400,000 raised, together with match funding from the City of London, would fund a total of 63 years' education for CLS pupils in the future.

### **September 2012 Admissions**

The Headmaster introduced Mr David Heminway, Director of Admissions who gave the Board a presentation on September 2012 Admissions. The presentation covered the admissions process, marketing, future challenges, competitor schools and finances.

### **School Cleaning**

A Governor stated that, following discussions on this matter at the last Board meeting, she had raised the issue with the Deputy Town Clerk, the Director of Community and Children's Services and the Chairman of the Community and Children's Services Committee. She was pleased to note that improvements had now been made.

## **15. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions.

## **16. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no additional, urgent items of business for consideration.

## **17. EXCLUSION OF THE PUBLIC**

RESOLVED – That, under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

<u>Item No</u>	<u>Exemption Paragraph(s)</u>
18	1, 3, & 4
19	2
20	1 & 3
21	3
22	1
23	1
24	1 & 3
25	1 & 3
26	-
27	-

**SUMMARY OF MATTERS CONSIDERED WHILST THE  
PUBLIC WERE EXCLUDED**

**18. NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 27 February 2012 were approved and agreed as a correct record.

**19. CHILD PROTECTION POLICY**

The Board received a report of the Town Clerk relative to the School's amended Child Protection Policy which had recently been signed off by the Chairman and Deputy Chairman under delegated authority.

**20. PAY CLAIM - TEACHING STAFF**

The Board considered and approved a report of the Director of Human Resources relative to a Pay Claim for Teaching Staff for 2012/13.

**21. REVIEW OF BURSARY GUIDELINES**

The Board considered and approved a joint report of the Chamberlain and the Headmaster of the City of London School informing Members that a review of the current guidelines for assessing bursary applications had been completed and suggesting appropriate revisions to take effect from the 2012/13 academic year.

**22. ANNUAL REPORT ON CHILD PROTECTION ISSUES**

The Board received an annual report of the Headmaster of the City of London School relative to Child Protection Issues.

**23. NON PUBLIC REPORT OF THE HEADMASTER**

The Board received a Non-Public report of the Headmaster of the City of London School.

**24. ACTING UP ALLOWANCE - BENTWORTH ACADEMY**

The Board considered and approved a report of the Headmaster of the City of London School concerning the reimbursement of school staff in respect of their duties relating to the inclusion of Bentworth Primary School in the CLS Outreach programme.

**25. VOLUNTARY REDUNDANCY - BUSINESS CASE**

The Board considered and approved a report of the Headmaster of the City of London School relative to a business efficiency case for voluntary redundancy.

**26. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions raised in the non-public session.

**27. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no additional, urgent items of business raised in the non-public session.

**The meeting closed at 1.00pm**

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Chairman

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